

1710. Shared Planning



Guide to Shared Planning Meetings

**The Purpose of this Guide:** Support staff and families by clarifying the focus, purpose, timeframe, participants and documentation needed for each shared planning meeting type. Combining shared planning meeting types is encouraged when appropriate to decrease workload.

**Purpose of Shared Planning:** Shared planning meetings are the model Children’s Administration uses to include families, youth, natural supports and others who can assist in the case planning process. These meetings provide an opportunity for information to be shared, case plans developed and decisions made to support the safety, permanency and well-being of children.

Meeting Type	Purpose	Timeframe	Participants that must be invited	Documentation
<b>Adoption Planning Review</b>  Practices and Procedures Guide: <a href="#">4305 Permanent and Concurrent Planning</a> <a href="#">43061 Termination of Parental Rights (TPR) - Compelling Reasons</a>	To explore adoption as a permanent plan for the child, determine whether the current placement is an adoptive placement, strategize recruitment strategies if the child is not in a permanent placement and expedite the child’s permanent plan.	<ul style="list-style-type: none"><li>• <b>1st review</b> occurs <b>within 30</b> days of the referral to Assistant Attorney General (AAG) for Termination of Parental Rights (TPR) petition.</li><li>• <b>2nd review</b> occurs <b>no less than 30 days</b> from the court ordering Termination of Parental Rights (TPR).</li></ul>	<ul style="list-style-type: none"><li>• Assigned caseworker</li><li>• Adoption supervisor or program manager</li><li>• Adoption Support worker</li><li>• Division of Licensed Resources staff</li><li>• Youth (12 and older)</li><li>• Youth’s two identified participants other than caseworker or caregiver</li><li>• Guardian Ad Litem (GAL)/ GAL (GAL)Court Appointed Special Advocate (CASA)</li><li>• Local Indian Child Welfare Advisory Committee (LICWAC) or Tribal worker, if the child is identified as Native American</li><li>• Mentor (if applicable)</li></ul>	<ul style="list-style-type: none"><li>• Use the Shared Planning Meeting Form in FamLink and check the <b>Adoption Planning Review</b> box.</li><li>• Create a separate form for each child.</li><li>• Document all participants who were invited and attended the meeting.</li><li>• Parents and youth must sign consent prior to the beginning of the shared planning meeting in order for their case information to be shared.</li></ul>
<b>Behavior Rehabilitation Services (BRS) Staffing</b>  <a href="#">RCW 13.34.100</a> <a href="#">WAC 388-25-0100</a>	The initial staffing is to determine if Behavioral Rehabilitation Services (BRS) is an appropriate and needed resource for the youth.  If the youth is accepted into BRS, the caseworker must participate in the contractor’s required case staffing to monitor the youth’s progress and help identify any additional services needed for the youth.	<ul style="list-style-type: none"><li>• <b>Prior</b> to making a referral for BRS.</li><li>• Participate in BRS contractor’s quarterly meetings for the youth.</li><li>• Participate in youth’s discharge staffing with the BRS contractor.</li></ul>	<ul style="list-style-type: none"><li>• Assigned caseworker</li><li>• Parent</li><li>• Youth (12 and older)</li><li>• Youth’s two identified participants other than caseworker or caregiver</li><li>• Caregiver (if applicable)</li><li>• Tribal worker</li><li>• Family members (if appropriate)</li><li>• Individuals supporting the parent</li><li>• Mentor (if applicable)</li></ul>	<ul style="list-style-type: none"><li>• Use the Shared Planning Meeting Form in FamLink and check the <b>BRS Staffing</b> box.</li><li>• Create a separate form for each child.</li><li>• Document all participants who were invited and attended the meeting.</li><li>• Parents and youth must sign consent prior to the beginning of the shared planning meeting in order for their case information to be shared.</li></ul>
<b>Case Conference</b>  <a href="#">RCW 13.34.067</a> Case Services Manual: <a href="#">5750 Shelter Care</a>	To develop a written Service Agreement with the parents outlining services that address safety issues identified following the Shelter Care Hearing.	Following the Shelter Care Hearing and within <b>30 days</b> prior to the fact-finding hearing.	<ul style="list-style-type: none"><li>• Assigned caseworker</li><li>• Supervisor</li><li>• AAG</li><li>• Parent</li><li>• Parent’s attorney</li></ul>	<ul style="list-style-type: none"><li>• Use the Shared Planning Meeting Form in FamLink and check the <b>Case Conference</b> box.</li><li>• Create a separate form for each child.</li><li>• Document all participants who were invited and attended the meeting.</li><li>• Parents and youth must sign consent prior to the</li></ul>

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			<ul style="list-style-type: none"><li>Youth (12 and older)</li><li>Youth’s attorney (if assigned)</li><li>Youth’s two identified participants other than caseworker or caregiver</li><li>Caregiver</li><li>GAL/CASA</li><li>Individuals supporting the parent</li><li>Mentor (if applicable)</li><li>Other people who play a significant role with the family</li></ul> <p><b>Note:</b> When using a shared planning meeting to meet the Case Conference requirement, parents must agree for caregivers to attend.</p>	beginning of the shared planning meeting in order for their case information to be shared.
<a href="#">CHET (Child Health and Education Tracking)</a>  <a href="#">RCW 74.14A.050</a>	To review and discuss the child’s completed CHET Screening Report and identify any services or areas needing follow-up as the child’s case plan is being developed.	Within <b>60 days</b> of placement for children under the department's legal jurisdiction who are expected to remain in care beyond 30 days. This can be done in conjunction with another regularly scheduled shared planning staffing.	<ul style="list-style-type: none"><li>Assigned caseworker</li><li>CHET specialist</li><li>Parent</li><li>Caregiver</li><li>Service providers</li><li>Individuals supporting the parent</li></ul>	<ul style="list-style-type: none"><li>Use the Shared Planning Meeting Form in FamLink and check the <b>CHET &amp; EPSDT</b> box.</li><li>Create a separate form for each child.</li><li>Document all participants who were invited and attended the meeting.</li><li>Parents must sign consent prior to the beginning of the shared planning meeting in order for their case information to be shared.</li></ul>
<b>End-of-Life Care</b>	To arrive at a resolution regarding the child’s end-of-life care that is in the best interest of the child when one or more of the parties to the case disagree with the medical provider’s recommendations. This includes determining if the medical provider’s recommendations should be presented to the court for approval.	When any party to the case objects to the provider’s recommendations regarding the child’s end-of-life care.	<ul style="list-style-type: none"><li>Parents, if child is not legally free</li><li>Parent’s attorney, if child is not legally free</li><li>Out-of-home Caregiver</li><li>AAG</li><li>GAL/CASA</li><li>Child if developmentally appropriate and physically able to participate</li><li>Child’s attorney (if assigned)</li><li>Other parties to the case</li></ul>	<ul style="list-style-type: none"><li>Use the Shared Planning Meeting Form in FamLink and check the <b>Other</b> box.</li><li>Document all participants who were invited and attended the meeting.</li><li>Parents must sign consent prior to the beginning of the shared planning meeting in order for their case information to be shared.</li></ul>
<a href="#">Family Team Decision Making (FTDM)</a>  <a href="#">RCW 13.34.067</a> <a href="#">RCW 13.34.145</a>	To make critical decisions regarding the: <ul style="list-style-type: none"><li>Removal of a child from his or her home.</li><li>Changes in out-of-home placement.</li><li>Reunification.</li><li>Placement into a permanent home.</li></ul>	<ul style="list-style-type: none"><li>Anytime placement of a child is being considered.</li><li>No later than 72 hours after placement if child is placed via an emergency placement or protective custody of the child by law enforcement.</li><li>Prior to moving a child from one placement to another.</li><li>Prior to reunification of a child with parent(s) or exiting from care.</li><li>This can be done in conjunction with another regularly scheduled shared planning staffing.</li></ul>	<ul style="list-style-type: none"><li>Assigned caseworker and supervisor</li><li>Parent</li><li>Youth (12 and older)</li><li>Youth’s two identified participants other than caseworker or caregiver</li><li>Caregiver</li><li>GAL/ CASA</li><li>Service providers</li><li>Extended family and other family supports including mentors</li><li>Individuals supporting the parent</li><li>Community representatives</li></ul>	<ul style="list-style-type: none"><li>Use the Shared Planning Meeting Form in FamLink and check the <b>FTDM</b> box.</li><li>Create a separate form for each child.</li><li>Document all participants who were invited and attended the meeting.</li><li>Parents and youth (if appropriate) must sign a consent form prior to the beginning of the shared planning meeting in order for their case information to be shared.</li></ul>

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<p><b>Foster Care Assessment Program (FCAP) Staffing</b></p> <p><a href="#">RCW 74.14A.050</a></p>	<p>To review the child's needs and initiate necessary actions to address permanency, mental health and physical health issues.</p>	<ul style="list-style-type: none"><li>• After the Services and Permanency Assessment Report (SPAR) is received by the caseworker, per contract.</li><li>• This can be done in conjunction with another regularly scheduled shared planning meeting.</li></ul>	<ul style="list-style-type: none"><li>• Assigned caseworker</li><li>• Parent</li><li>• Youth (12 &amp; older)</li><li>• Youth’s two identified participants other than caseworker or caregiver</li><li>• Caregiver</li><li>• Service providers</li><li>• Individuals supporting the parent</li><li>• Extended family and other family supports including mentors</li></ul>	<ul style="list-style-type: none"><li>• Use the Shared Planning Meeting Form in FamLink and check the <b>FCAP Key Person Staffing</b> box.</li><li>• Create a separate form for each child.</li><li>• Document all participants who were invited and attended the meeting.</li><li>• The youth (if appropriate) must sign a consent form prior to the beginning of the shared planning meeting to allow their information to be shared.</li></ul>
<p><b>Local Indian Child Welfare Advisory Committee (LICWAC)</b></p> <p><a href="#">RCW 74.13.080</a> <a href="#">RCW 74.15.190</a> <a href="#">RCW13.34.250</a> <a href="#">WAC 388-70-610</a></p>	<p>To discuss case planning with Tribal LICWAC partners when the child's tribe(s) is not available under the following conditions:</p> <ul style="list-style-type: none"><li>• Tribe(s) failed to respond within 10 days to a written request for involvement;</li><li>• Tribe(s) requested LICWAC to act on their behalf; or</li><li>• Child is not eligible for membership with a federally recognized tribe or is affiliated with a non-federally recognized tribe or Canadian First Nations and at least one parent has given consent (if neither parent is involved, the case can also be staffed).</li></ul>	<p>As determined by LICWAC, prior to permanency planning reviews and at least every <b>6 months</b>.</p>	<ul style="list-style-type: none"><li>• Assigned caseworker</li><li>• Parent</li><li>• Youth (12 and older)</li><li>• Youth’s two identified participants other than caseworker or caregiver</li><li>• Caregiver</li><li>• LICWAC members identified in each region &amp; Tribe(s) if available</li><li>• Tribes if available and interested</li><li>• Individuals with responsibilities identified in the safety plan</li><li>• Extended family and other family supports including mentors</li><li>• Individuals supporting the parent</li></ul>	<ul style="list-style-type: none"><li>• Use the Shared Planning Meeting Form in FamLink and check the <b>LICWAC Staffing</b> box.</li><li>• Create a separate form for each child.</li><li>• Document all participants who were invited and attended the meeting.</li></ul>
<p><b>Mental Health(MH)/Substance Abuse Treatment Planning</b></p> <p><a href="#">RCW 13.34.145</a></p>	<p>To develop a treatment and assessment plan for children unable to receive services from the Behavioral Health Organization (BHO).</p>	<ul style="list-style-type: none"><li>• Immediately after <i>Notice of Action</i> or <i>Notice of Determination</i> from the BHO.</li></ul> <p><b>Additional meeting requirement:</b></p> <ul style="list-style-type: none"><li>• Immediately when a child is denied mental health, substance abuse services or treatment by any provider.</li><li>• This can be done in conjunction with another regularly scheduled shared planning staffing.</li></ul>	<ul style="list-style-type: none"><li>• Assigned caseworker</li><li>• Parent</li><li>• Youth (12 and older)</li><li>• Youth’s two identified participants other than caseworker or caregiver</li><li>• Caregiver</li><li>• Extended family and other family supports including mentors</li><li>• Individuals supporting the parent</li><li>• Tribal representatives (when applicable)</li><li>• Children’s representatives except when a youth asserts the confidentiality law</li></ul>	<ul style="list-style-type: none"><li>• Use the Shared Planning Meeting Form in FamLink and check the <b>MH/substance abuse</b> box for denial of services (if appropriate).</li><li>• Create a separate form for each child.</li><li>• Document all participants who were invited and attended the meeting.</li><li>• Parents and youth must sign consent prior to the beginning of the shared planning meeting in order for their case information to be shared.</li><li>• <b>Note:</b> Exceptions must be documented on the Shared Planning Form.</li></ul>

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<p><b>Permanency Planning Staffing</b></p> <p><a href="#">RCW 13.34.145</a></p> <p>Practices and Procedures Guide: <a href="#">4305 Permanent and Concurrent Planning</a> <a href="#">43061 Termination of Parents Rights (TPR)</a> <a href="#">43066 Pregnant and Parenting Youth</a> <a href="#">4340 Guardianship</a> <a href="#">43401 Relative Guardianship Assistance Program</a> <a href="#">1160 Commercially Sexually Exploited Children (CSEC)</a></p>	<p>To identifying a child’s permanent plan and supports needed. This includes reviewing and considering the following permanent plans:</p> <ul style="list-style-type: none"><li>• Return home to parent(s);</li><li>• Adoptive placement;</li><li>• Placement with a guardian or legal custodian; or</li><li>• Third party custody.</li></ul>	<ul style="list-style-type: none"><li>• Within 10 days of the youth’s confirmation of pregnancy.</li><li>• When a youth is suspected or confirmed to be a commercially sexually exploited child.</li><li>• Within 6 months of original placement date (OPD).</li><li>• Prior to the Permanency Planning hearing <b>and</b> within 9-11 months of the child(s) OPD.</li><li>• Every 6 months until the child’s permanent plan is achieved.</li><li>• Within 30 days of a TPR referral to the AAG.</li><li>• Within 30 days after the court orders TPR.</li><li>• When requested by the parent or the parent’s attorney.</li></ul>	<ul style="list-style-type: none"><li>• Assigned caseworker</li><li>• Parent</li><li>• Youth (12 and older)</li><li>• Youth’s attorney (if assigned)</li><li>• Youth’s two identified participants other than caseworker or caregiver</li><li>• Caregiver</li><li>• GAL/ CASA</li><li>• Service providers</li><li>• Other professionals who play a significant role with the family</li><li>• Extended family and other family supports including mentors</li><li>• Individuals supporting the parent</li></ul>	<ul style="list-style-type: none"><li>• Use the Shared Planning Meeting Form in FamLink and check the <b>Permanency Placement Staffing</b> box.</li><li>• Create a separate form for each child.</li><li>• Document all participants who were invited and attended the meeting.</li><li>• Document the chosen permanency plan and the reasons why this permanent plan is best for this specific child.</li><li>• Parents must sign consent prior to the beginning of the shared planning meeting to allow their case information to be shared.</li></ul>
<p><b><u>Transition Plan for Dependent Youth 17 through 20 Years</u></b></p> <p><a href="#">RCW 74.13.031</a> <a href="#">RCW 74.13.540</a> <a href="#">WAC 388-147-0190</a> <a href="#">PL 106-169</a></p> <p>Practices and Procedures Guide: <a href="#">43015 Extended Foster Care</a></p>	<p>To develop a transition plan and identify services for youth exiting care to support their successful transition into adulthood. Federal requirements for the youth’s transition plan include:</p> <ol style="list-style-type: none"><li>1. Education</li><li>2. Employment</li><li>3. Housing</li><li>4. Health insurance</li><li>5. Local opportunities for mentors and continuing support</li><li>6. Work force supports and employment services</li></ol>	<ul style="list-style-type: none"><li>• Complete Transition Plan DSHS 15-417 <b>90 days before:</b><ul style="list-style-type: none"><li>○ Youth’s 18<sup>th</sup> birthday</li><li>○ Youth exits Extended Foster Care Program</li></ul></li></ul>	<ul style="list-style-type: none"><li>• Assigned caseworker</li><li>• Youth</li><li>• Youth’s two identified participants other than caseworker or caregiver</li><li>• Behavioral Health Administration representative</li><li>• Developmental Disability Administration representative</li><li>• Economic Services Administration representative</li><li>• Rehabilitation Administration representative</li><li>• Community Services Office representative</li><li>• Independent Living contractor</li><li>• Transitional Living providers</li><li>• GAL/CASA or attorney appointed for youth</li><li>• Extended family and other family supports including mentors</li><li>• Other community partners</li><li>• Tribal worker (if applicable)</li><li>• Child Placing Agency case manager (if applicable)</li><li>• Mentor (if applicable)</li></ul>	<ul style="list-style-type: none"><li>• Use the Shared Planning Meeting Form in FamLink and check the <b>Multi-Disciplinary Staffing</b> box.</li><li>• Create a separate form for each child.</li><li>• Document all participants who were invited and attended the meeting.</li><li>• The youth must sign consent prior to the beginning of the shared planning meeting in order for his or her information to be shared.</li><li>• The completed Transition Plan DSHS 15-417 must be attached to the court report at every review hearing beginning when the youth is 17.5 and updated at every court hearing if participating in the Extended Foster Care Program.</li></ul>

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<p><b>Tribal Staffing</b></p> <p><a href="#">WAC 388-70-630</a></p> <p><a href="#">ICW Manual 10.01</a></p>	<p>To discuss case planning in accordance with Indian Child Welfare Act (ICWA) with the child/parents’ Tribe(s).</p>	<p>As requested by the child/parent(s)’ Tribe(s) per ICW manual.</p>	<ul style="list-style-type: none"><li>Assigned caseworker</li><li>Parent</li><li>Youth (12 and older)</li><li>Youth’s two identified participants other than caseworker or caregiver</li><li>Caregiver</li><li>GAL/ CASA</li><li>Tribal caseworker or tribal designee</li><li>Service providers</li><li>Family members</li><li>Other professionals who play a significant role with the family</li><li>Individuals with responsibilities identified in the safety plan</li><li>Individuals supporting the parent</li><li>Mentor (if applicable)</li></ul>	<ul style="list-style-type: none"><li>Use the Shared Planning Meeting Form in FamLink and check the <b>Tribal Staffing</b> box.</li><li>Create a separate form for each child.</li><li>Document all participants who were invited and attended the meeting.</li></ul>
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